

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



SUPERINTENDENT OF PARKS

Salary Range: \$65,988.00 - \$84,838.00/YEARLY

POSITION

Vacancy is in the Parks Services Division of the Public Works Department. Under general direction, plans, administers, manages and evaluates the activities and operations of the Park Services Division, including park maintenance, forestry, horticulture, landscape and cemetery design, equipment and facility maintenance, personnel administration, and public relations. Plans, supervises and evaluates the work of assigned supervisors and staff. Verifies and inspects the work of contractors and city crews performing construction and maintenance projects on city parks to ensure compliance with specifications, policies, and standards. Manages the development, implementation, and administration of programs, policies, guidelines and procedures related to the construction, maintenance modification and improvement of City's parks and related facilities. Researches new developments, methods, technologies, materials and equipment in assigned areas, such as turf management, irrigation and care and maintenance of landscaped areas. Based on research and analysis, prepares recommendations to improve productivity, effectiveness and performance. Manages cemetery operations including collection fees. Performs related work as required. The hours of this position are 40 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in forestry, horticulture, landscape architecture, public administration, business administration or a closely-related field and 5 years of progressively responsible supervisory experience in parks maintenance or an equivalent combination of training and experience. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

SPECIAL NECESSARY QUALIFICATIONS:

Must possess a valid driver's license. Must possess a Connecticut Commercial Arborist license within twelve months from the date of appointment. **A COPY OF YOUR DRIVER'S LICENSE MUST BE SUBMITTED WITH THE APPLICATION. APPLICATIONS WILL NOT BE PROCESSED WITHOUT PROPER PROOF OF THIS LICENSE.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the principles and practices of landscaping, horticulture and forestry as applied to park development; Knowledge of the methods and techniques of construction and maintenance as applied to park practices of business administration; Ability to plan, organize, and assign work on both short and long-term basis; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2356

Issued: 7/28/06

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.